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DD/ST# 1131-69

OSA-0829-69
20 MAR 1969

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH: Records Management Officer, DD/S&T *[Signature]*

SUBJECT: Revision of Office of Special Activities Records
Control Schedule

1. In compliance with the Agency-wide effort to reduce the volume of records holdings in the Agency Records Center, the Office of Special Activities, DD/S&T, has reviewed its holdings. It was found that a considerable portion of these holdings was a chronological record of administrative, housekeeping, and minor logistic activities. This material is presently identified as part of the Central Record Files on the Records Control Schedule for the Office of the DSA with disposition instructions to destroy after retention at the Records Center for 50 years. It is felt that this is far too excessive a period for such matter to be retained.

2. It is proposed that this category of material be henceforth identified as Chronological Files, and that it be destroyed after a five-year retention period at the Records Center. Material within the present Central Record Files will be recalled by OSA, reviewed and, where necessary, re-identified as Subject Files or Chronological Files with disposition instructions as appropriate. Such action will insure retention of important documents for appropriate periods, and permit orderly disposition of useless and obsolete papers.


RMO/OSA

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Att:
Records Control Schedule.

cc: RMO/DDS&T

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Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300003-8

RAB
93-67

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF SPECIAL ACTIVITIES DDS&T



Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300003-8

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OSA 0557-67
2 February 1967

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Records Control Schedules for the Office of Special Activities, DD/S&T

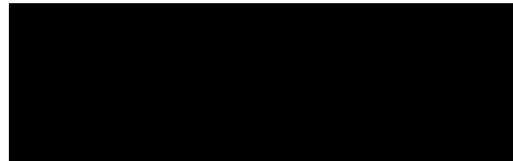
1. The following Records Control Schedules for the Office of Special Activities (OSA), DD/S&T, are forwarded for your approval.

- a. 93-67-1: Director of Special Activities
- b. 93-67-2: Security Staff, OSA
- c. 93-67-3: Comptroller, OSA
- d. 93-67-4: Deputy for Operations, OSA
- e. 93-67-5: Deputy for Materiel, OSA
- f. 93-67-6: Deputy for Research and Development, OSA

Records Control Schedule, 93-67-0 is forwarded for your information as it is not a control schedule in the strictest sense, but rather a statement of internal OSA records maintenance and disposition responsibility.

2. It is requested that after approval the original copy of each schedule be returned to the Office of Special Activities for reproduction and distribution to the respective OSA components.

3. These Records Control Schedules supersede and rescind all other prior OSA Record Control Schedules. The records retired to the Records Center under previous schedules will be reviewed and disposition revised to conform to the new Records Control Schedules.

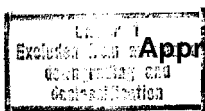


Executive Officer
Office of Special Activities

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Attachments -

OSA, DD/S&T, Records Control Schedules



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RECORDS CONTROL SCHEDULE

93-67-0

OFFICE, DIVISION, BRANCH

OFFICE OF SPECIAL ACTIVITIES, DDS&T

SIGNATURE

TITLE

Director, OSA, DDS&T

DATE

31 JAN 1967

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	REMARKS
0.	<u>INTRODUCTION</u> The purpose of this paper is to serve as a special control schedule in which disposition is the assignment of office of record responsibility for various documents and subject categories. This document is made an integral part of the approved records control schedules for the Office of Special Activities, DDS&T, for the guidance of all OSA personnel in the maintenance and disposition of papers and files within their respective offices.		APPROVED CIA Records Administration Officer
1.	<u>ACTION PAPERS</u> This general category of papers includes cables, dispatches, memoranda, and any other form of correspondence or documents pertaining to any OSA project, program, administrative requirement, or activity, which requires an action, or which is received in OSA as a matter of information dealing with a subject for which OSA is the office of primary interest.	NA	The responsibility for the maintenance and disposition (under approved records control schedules) of these papers is assigned to the OSA component receiving the action or assigned primary interest in the activity which is the subject of the document. The original, or designated record copy of incoming papers is the record copy and is to be filed in pertinent subject files, as well as are designated record copies of outgoing papers. Copies of these papers may be filed in other record holdings throughout OSA, as well as in chronological, reading, or reference files of the office of record. However, these latter files are to be transitory and of no permanent or lasting value.

GROUP 1
Excluded from automatic
downgrading and
declassification

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p><u>BACKSTOP FILES</u></p> <p>These files consist of record documents pertaining to the development, coordination, and maintenance of backstop cover to sensitive Office of Special Activities operations.</p>	NA	<p>The responsibility for the maintenance and disposition of these records is assigned to the Special Assistant to the Director, Office of Special Activities.</p>
3.	<p><u>POLICY FILES</u></p> <p>These records pertain to the overall policy direction of OSA, and include such documents as interagency agreements, and other matters held at the Director, OSA, level. They do not include policy developed and implemented at the staff and functional line levels of OSA.</p>	NA	<p>These records are those of the Director of Special Activities, DDS&T.</p>
4.	<p><u>CENTRAL RECORD FILES</u></p> <p>These files consist of action cables, dispatches, and other types of correspondence and documents pertaining to the immediate office of the Director, Office of Special Activities, or the executive control exercised over other OSA components by the office of the Director, OSA. These files may also contain information copies of documents for which some other OSA component is the office of record, but which also constitute a integral part of the Director, OSA, records.</p>	NA	<p>These records are held in the Executive Officer, Registry Branch, OSA, which is responsible for their maintenance and disposition.</p>
5.	<p><u>CABLE FILES</u></p> <p>These files consist of incoming and outgoing cables held in the Executive Officer, Registry Branch, OSA, in its role as the Cable Secretariate for the OSA. These files are not record copies. Record copies are those held by the various components in official records holdings, and designated official record or action copies.</p>	NA	<p>These files are held in the Executive Officer, Registry Branch, OSA, which is responsible for their maintenance and disposition.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<u>CRYPTIC REFERENCE FILES</u> These files consist of the master records of pseudonyms, cryptonyms, aliases, and sensitive operational indicators for the Office of Special Activities.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Executive Officer, Registry Branch, OSA.
7.	<u>OSA REGULATORY ISSUANCE FILES</u> These files consist of the official record copies of OSA regulatory issuances relating to the administration and management of the Office of Special Activities. These issuances include directives, notices, and mission directives.	NA	The responsibility for the control, maintenance and disposition of these records is assigned to the office of the Comptroller, OSA.
8.	<u>BUDGET FILES</u> These files pertain to the development and administration of the OSA budget.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Comptroller, Financial Operations Division.
9.	<u>CONTRACT FILES</u> These files are those containing the original record copy of OSA contracts. The Office of Special Activities is the only Agency component holdings copies of these contracts.	NA	The responsibility for the maintenance and disposition of the official record copy (original) of OSA contracts is assigned to the Comptroller, Contracts Management Division.
10.	<u>PERSONNEL FILES</u> These files consist of the official Office of Special Activities personnel "soft files." These are not the Agency official staff employee personnel records.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Comptroller, Personnel Division.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p>PROJECT FILES</p> <p>SECRET</p> <p>a. <u>Operational</u></p> <p>These files consist of documents pertaining to the accomplishment of OSA sensitive operations.</p> <p>b. <u>Operational Support</u></p> <p>These files consist of documents pertaining to the maintenance and supply support provided OSA projects.</p> <p>c. <u>Research and Development</u></p> <p>These files consist of documents pertaining to research and development in conjunction with the missions and functions of the Office of Special Activities.</p>	NA	<p>The responsibility for the maintenance and disposition of these records is assigned to the respective components within the area of the Deputy for Operations, OSA.</p> <p>The responsibility for the maintenance and disposition of these records is assigned to the offices under the Deputy for Materiel, OSA.</p> <p>The responsibility for the maintenance and disposition of these records is assigned to the offices under the Deputy for Research and Development, OSA.</p>
12.	<p>ACCIDENT REPORT FILES</p> <p>These files consist of records pertaining to accidents involving special operational vehicles and equipment.</p>	NA	<p>The offices under the Deputy for Operations, OSA, are responsible for the maintenance and disposition of these records.</p>
13.	<p>MISSION FOLDER FILES</p> <p>These files consist of records pertaining to the accomplishment of missions mounted under OSA special activities.</p>	NA	<p>The responsibility for the maintenance and disposition of these records is assigned to the Deputy for Operations, Intelligence Division, OSA.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.	<u>COMMANDER REPORTS FILES</u> These files consist of monthly reports from field commanders.	NA	Responsibility for the maintenance and disposition of these records is assigned to the offices under the Deputy for Operations, OSA.
15.	<u>LOGISTICS FILES</u> These files consist of documents pertaining to logistical support provided activities of OSA, and cover vehicle assignments, TVA, accident reports, as well as property accountability records.	NA	The responsibility for the maintenance and disposition of these records is assigned to the offices under the Deputy for Materiel, OSA.
16.	<u>FINANCE FILES</u> These records are concerned with audits, voucher payments, payroll, fund transfers, contract payments, financial record keeping and other matters concerning financial management in OSA. Copies of contracts held in these files are also considered to be record copies.	NA	The responsibility for the maintenance and disposition of these records is assigned to the Comptroller, Financial Operations Division.

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